

Support Provider (Mentor) Guidelines/Expectations

The on-site mentor (assigned by the site administrator/district¹) must be an experienced teacher at the school with at least three years of teaching experience, a Clear Credential in the intern's subject area, and an EL authorization. The on-site mentor serves as a peer mentor for the intern (The mentor should not be in a primary administrative or district evaluative position). The intern and mentor will meet weekly to discuss issues related to planning, instruction and meeting the needs of all students.

SJSU requires that the assigned Support Provider will:

- Collaborate with the intern to develop a plan that identifies their current needs and goals.
- Provide a minimum of two hours of support per week.
- Conduct a minimum of six observations of the intern's teaching over the course of each semester.
 - Provide the intern with written feedback from two observation/debriefs during the semester (This optional [observation debrief form](#) may be used).
- Complete an
 - initial triad meeting with the intern and their university supervisor
 - mid-semester check-in with the university supervisor (and, optionally, intern)
 - end-of-semester SJSU triad meeting and assessment to be provided to the university supervisor

Intern Guidelines/Expectations

1. Intern fulfills the classroom duties expected of a teacher at the school site, teaching in the subject area in which he or she will be credentialed, with no more than two (2) course preparations each semester.
2. Intern does not assume any extra-curricular duties (examples: yearbook advisor, head mentor) during the initial year, nor does the Intern teach an overload at any point in the program.
3. Intern meets weekly with the site mentor. Intern and Mentor set goals and problem-solve, review student work, and discuss EL strategies and EL student progress.
4. Intern meets with colleagues in the department (and/or site mentor) to co-plan lessons, units and/or assessments, discuss district curriculum or benchmarks, and review standardized test data for students in the intern's classroom.
5. Intern meets regularly with SJSU Supervisor to review progress, discuss challenges, and work to align teaching practice with California Standards for the Teaching Profession.
6. Intern completes all Single Subject Credential Program requirements and remains in good standing throughout program.
7. Intern completes all additional CTC/Internship Program requirements (such as CTC and program surveys, logging of support/supervision hours) as requested.

¹ Please note, SJSU does not provide compensation for Intern Mentors. The district is responsible for providing compensation (e.g. release time, paid prep periods) for Intern Mentors.